



**U.S. Agency for International Development
Bureau of Democracy, Conflict and Humanitarian
Assistance
Office of Food for Peace**

**Annual Results Report Guidance
Awardee Name /Host Country**

(Insert) _____

Award Number

(Insert) _____

Submission Date: _____ (mm/dd/yy)

Applicable Fiscal Year: _____ (Use this format: FY 20XX)

(Enter the following information)

Awardee HQ Contact Name	
Awardee HQ Contact Address	
Awardee HQ Contact Telephone Number	
Awardee HQ Contact Fax Number	
Awardee HQ Contact Email Address	

(Enter the following information)

Host Country Office Contact Name	
Host Country Office Contact Address	

Host Country Office Contact Telephone Number	
Host Country Office Contact Fax Number	
Host Country Office Contact Email Address	

LIST OF ACRONYMS

ADS	Automated Directives System
AER	Annual Estimate of Requirements
AIDS	acquired immune deficiency syndrome
AOR	Agreement Officer's Representative (formerly agreement officer's technical representative or cognizant technical officer)
ARR	Annual Results Report
BEHT	Bill Emerson Humanitarian Trust
DEC	Development Experience Clearinghouse
DIP	detailed implementation plan
DQA	data quality assessment
FFP	Office of Food for Peace
FFPMIS	Food for Peace Management Information System
FFP/M/R	Food for Peace/Mission and/or Regional Officer, as appropriate
FFP/W	Food for Peace/Washington
FFPIB	Food for Peace Information Bulletin
FY	fiscal year (October 1 – September 30)
HIV	human immunodeficiency virus
IDP	internally displaced person
IFRP	International Food Relief Partnership
IPTT	indicator performance tracking table
LOA	life of award (same as LOP in FFPMIS until updated/corrected)
LOP	life of program (used in FFPMIS in select instances)
PREP	pipeline and resource estimate proposal

SAPQ	standardized annual performance questionnaire
USAID	U.S. Agency for International Development

**U.S. Agency for International Development
Bureau for Democracy, Conflict and Humanitarian Assistance
Office of Food for Peace
Annual Results Report Guidance**

I. Background and Purpose

At the completion of each fiscal year, the Office of Food for Peace (FFP) requires all awardees to report on the progress of award activities and results, project targets for future fiscal years, and share success stories and lessons learned to improve the implementation of current food assistance programming. The Annual Results Report (ARR) is an annual data collection requirement for performance information for current and recently closed Title II awards.¹ For example, current awards finishing a year of activities on September 30, 2013, as well as an award that ended in June 2013, would both submit ARR for fiscal year (FY) 2013. Title II programs submitting ARR include development food assistance programs, emergency programs, and International Food Relief Partnership (IFRP) grants.

The ARR reflects awardees' successes and challenges in implementing Title II food assistance programs, and is used to (1) meet statutory requirements and management needs in compliance with the Government Performance and Results Act (GPRA) Modernization Act of 2010 and other external policies and (2) understand, assess, and manage performance of Title II activities at all levels. ARR serve as an important source of information for awardees, FFP in Washington (FFP/W), missions and/or regional offices (FFP/M/R), and the U.S. Agency for International Development (USAID) to report on overall outcomes of food assistance programs and respond to relevant stakeholders, including the U.S. Congress, Department of State's Office of the Director of Foreign Assistance, and the Office of Management and Budget, among others.

Submission of an ARR is required each fiscal year (fiscal years run from October 1 through September 30), even if the food assistance program began late or expired early in the fiscal year being reported on and has therefore implemented few award activities or achieved few results. An ARR covers award activities **implemented** during one fiscal year only, regardless of when funding or food aid commodities were provided. For example, for the FY 2013 ARR, awardees would report on results realized from October 1, 2012 to September 30, 2013. If activities were not implemented in the fiscal year being reported, e.g., due to late food aid commodity arrivals, then awardees should discuss with the appropriate agreement officer's representative (AOR, formerly referred to as the agreement officer's technical representative or cognizant technical officer) which components of the ARR for the specific fiscal year should be reported.

<p>NOTE: FFP is required to conduct data quality assessments (DQAs) on information that is reported to U.S. Government stakeholders. Data submitted through any of the ARR components</p>
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¹ Food assistance programs implemented under unique circumstances, such as the Productive Safety Net Program in Ethiopia, should discuss ARR component applicability with the agreement officer's technical representative and note discussion outcomes in the narrative.

are therefore subject to a DQA conducted by FFP in the months following the awardee's ARR submission. During a DQA, awardees may be requested to provide information related to the quality of the data provided, regardless of whether the food assistance program continues to be active.

II. Annual Results Report Deadline and Submission Process:

- The ARR is due **no later than 12:00 P.M. Eastern Standard Time on the first Monday in November**. If exceptions to this deadline are required, awardees must confirm an alternate due date in writing with the appropriate AOR.
- Food assistance programs expiring prior to the end of the fiscal year and prior to the release of any updated guidance, if applicable, should follow the previous year's guidance. Awardees will submit the final fiscal year ARR by the first Monday of November following the date of expiration of the food assistance program or within 90 days of the date of expiration, whichever comes first.
- Awardees are required to submit all ARR information through the Food for Peace Management Information System (FFPMIS). Awardees should also enter monetization, Standard Annual Performance Questionnaire (SAPQ), and beneficiary and resource tracking data directly into FFPMIS (See Annex B for more information).
- Awardees are required to submit any assessments, evaluations, analyses, special studies, articles, final baseline surveys, mid-term evaluations, and final evaluations to the Development Experience Clearinghouse (DEC). For more information on DEC submission requirements, please refer to *USAID ADS 540* [<http://www.usaid.gov/who-we-are/agency-policy/series-500#dei>] *USAID Development Experience Information*, the *Development Experience Clearinghouse Website* [<http://www.usaid.gov/results-and-data/information-resources/development-experience-clearinghouse-dec>] and/or the appropriate AOR.
- Within approximately two weeks of submitting an ARR, awardees should receive ARR submission completeness check results from FFP. If components of an awardee's ARR are missing or incomplete, the awardee will be asked to revise and quickly resubmit the components in question. Awardees may also be contacted in future months in response to submissions with regard to DQAs.
- Once an ARR is submitted, FFPMIS does **not** automatically notify the awardee each time the submission status changes. Awardees must log into the site to see the current status of submission and are responsible for keeping track of status changes.

III. Annual Results Report Format

Awardees are required to submit all ARR information through FFPMIS, either by entering data manually or uploading documents when applicable (See section IV for more information). Documents that are uploaded electronically through FFPMIS should be in a printer-friendly format. ARRs that are not submitted according to the standards requested in this guidance will not be accepted. Please adhere to the following formats, as applicable:

- The ARR Narrative should be no more than 12 pages in length, excluding cover page, list of acronyms, and attachments;
- All documents should be written in English and in 12-point, “Times New Roman” font;
- Narratives should be prepared in Microsoft Word with one-inch margins, left justification, and a footer on each page including page number, date of submission and food assistance program award number; and
- Spreadsheets should be prepared in Microsoft Excel, with print areas set to 8.5 x 11 inch, letter-sized paper. Only the indicator performance tracking tables (IPTT) may be submitted on 8.5 x 14 inches, legal-sized paper.

Note that data for Monetization Tables, Beneficiary and Resource Tracking Table, and Standardized Annual Performance Questionnaire will be entered directly into FFPMIS.

IV. Annual Results Report Submission Requirements

For **Title II development food assistance programs**, a complete ARR will include each applicable component listed below and detailed in Section V, *Annual Results Report Components*, of this guidance:

1. ARR Narrative containing:
 - A. Introduction: Annual Food Assistance Program Results
 - B. Success Stories
 - C. Lessons Learned
2. Attachments to FFPMIS:
 - D. Indicator Performance Tracking Table (IPTT)
 - E. Detailed Implementation Plan (DIP)
 - F. Expenditure Report
 - G. Baseline Survey, Mid-term or Final Evaluation Reports
 - H. Supplemental Materials
3. FFPMIS Data Entry:
 - I. Monetization Tables
 - J. Standardized Annual Performance Questionnaire (SAPQ)
 - K. Beneficiary and Resource Tracking Table

For **Title II emergency programs**, a complete ARR will include each applicable component listed below and detailed in Section V, *Annual Results Report Components*, of this guidance:

1. ARR Narrative containing:
 - A. Introduction: Annual Food Assistance Program Results
 - B. Success Stories
 - C. Lessons Learned
2. Attachments to FFPMIS:
 - H. Supplemental Materials
3. FFPMIS Data Entry:
 - K. Beneficiary and Resource Tracking Table

For **IFRP grants**, a complete ARR will include each applicable component listed below and detailed in Section V, *Annual Results Report Components*, of this guidance:

1. ARR Narrative containing:
 - A. Introduction: Annual Food Assistance Program Results
 - B. Success Stories
 - C. Lessons Learned
2. Attachments to FFPMIS:
 - H. Supplemental Materials
3. FFPMIS Data Entry:
 - K. Beneficiary and Resource Tracking Table

V. Annual Results Report Components

A complete ARR includes the timely submission of each component detailed below, provided in this order and with corresponding titles. Awardees should use the templates provided, as applicable. Reference should be made to any sections of the approved award or previous ARR that are relevant to an issue or point being addressed in the Narrative (include page number and/or section references). Please include only the information requested. If any of the components are not relevant to the food assistance program, the awardee should state that the section is not applicable (N/A) and provide explanations in the ARR Narrative.

The ARR should focus on reporting a food assistance program's progress and results during the fiscal year being reported, with regard to award objectives and performance indicators. Awardees may briefly discuss progress to date or results achieved over the life of award (LOA), *but emphasis must be on the fiscal year being reported*. If the awardee submits quarterly reports as part of the award requirements, note that the ARR should cover the program's progress and results for the entire fiscal year. However, the ARR would replace the fourth quarter report for the fiscal year. The narrative should include discussion of results realized in the indicators included in the program's IPTT.

The ARR submitted for the final fiscal year of the food assistance program should primarily focus on the final fiscal year rather than the LOA. In the final ARR submission, the awardee may

briefly discuss overall achievements during the food assistance program's LOA relative to award objectives established in the approved award. A concise overview on why such results were or were not achieved, overall food assistance program impact and future implications may also be discussed. Lessons learned during the food assistance program's LOA should be captured in Section 3, *Lessons Learned*.

1. ARR Narrative

A. Introduction: Annual Food Assistance Program Results

Development Food Assistance Programs: Examples of key questions to address in the ARR Narrative for development food assistance programs are as follows:

- Which circumstances or factors led to exceeding or falling short of expected targets? Were targets set too high or too low and why? How will problems be corrected? How will experiences of prior fiscal years be incorporated into the upcoming fiscal year's implementation to improve performance?
- Have any key assumptions changed? Have assumptions held true?
- In what ways were the strategies in achieving the food assistance program objectives influenced by feedback from recipients and/or beneficiaries? Did this feedback confirm the program is on track or do issues remain?
- How has food assistance program management been influenced by partnering with various actors, i.e., non-governmental organizations, the private sector, host country government officials or representatives, etc., and changes in the institutional and policy framework?
- How have sectoral activities of the fiscal year being reported affected LOA food security objectives and what is the potential for sustainability, e.g., what is the food security impact of improved water and sanitation infrastructure, service and practices for the affected households and the region or country as a whole?

Emergency Programs and International Food Relief Partnership Grants: Examples of key questions to address in the ARR Narrative for emergency programs and IFRP grants are as follows:

- What are the overall award objectives of the food assistance program and who are the main beneficiary groups?
- What are the major award activities (general free food distribution, supplementary feeding, therapeutic feeding, food for work, food for agriculture, complementary feeding, etc.)?

- Did the program incorporate strategies and activities to accelerate the establishment and/or reestablishment of beneficiaries' livelihoods and self-sufficiency, such as resettlement or rehabilitation? If so, what were the strategies and activities? If no, please explain why these kinds of activities are not necessary or appropriate.
- What results were achieved during the fiscal year?
- On the whole, did the award achieve agreed upon objectives and targets, e.g., beneficiary levels, etc.? If so, what objectives and/or targets were achieved or exceeded, and how? Explain the significance of what was accomplished and identify reasons for greater than expected results or factors that led to higher than expected achievement. If available, provide data in support of results. If not, what objectives and/or targets were not achieved and why? Identify reasons for performance shortfalls or factors that led to lower than expected targets and discuss how these problems were or will be addressed (or how these should be addressed by FFP). Examples might include civil unrest, personnel issues, shipping or ground transportation delays, budgetary constraints, etc. How will these experiences be incorporated into future implementation to improve performance?

B. Success Stories

When possible, awardees should include original success stories and photographs to further educate the public about food assistance programs, particularly to demonstrate the impact that these programs have on peoples' lives around the world. The stories should explain the food assistance program in nontechnical language and describe the result or benefit (where feasible). FFP seeks descriptions of successes that go beyond the specifics of how much food was delivered and those that focus on the progress made in reducing food insecurity in the populations receiving food assistance. Success stories from all regions are encouraged. For final fiscal year ARR's, FFP would appreciate success stories that focus on the impact the food assistance program has made on a community and/or an individual. Stories that are considered new approaches to development and focus on sustainable and long term changes will be strongly considered. The submission of more than one success story per ARR is encouraged.

FFP welcomes stories that focus on the transformational impacts of food assistance programs. Suggested topics include:

- Reducing stunting
- Raising household incomes
- Increased agricultural productivity
- Regenerating watersheds or other natural resources
- Improving and maintaining community infrastructure
- Empowering women
- Mitigating future disasters or existing threats through disaster risk reduction activities

Note: stories not falling under these categories will still be considered.

Selected stories may be included on the FFP website, in the annual U.S. International Food Assistance Report, and in other communications products that highlight the work of FFP and its awardees.

Success stories should be about one page and include the following elements:

- Title or Heading: 5-10 words including country and/or regional name
- 1-2 sentences (approximately 50 words) briefly describing the situation in the country that required FFP assistance
- 3-4 sentences (approximately 100-150 words) describing the program being implemented in country.
- 1-2 sentences (approximately 25-50 words) describing why that program was the most appropriate response to the situation described.
- 1-2 sentences (approximately 25-50 words) describing the results and success of the implemented program.
- If story is about an individual, the first and last name, age, and town of the individual must be given. It is also mandatory that quotes from the individual be included within the story. Quotes that reference the individual's life before and after the program are encouraged.
- Two pictures should be submitted as a .jpg or .tiff format and a file that is at least 300 dots per inch (dpi). The photo caption should include the photographer's name and organization, as well as a caption of 25 words or less summarizing what is occurring in the photo, including date, location, and names of person(s) in the photo.

C. Lessons Learned

Awardees should describe lessons learned from activities implemented during the fiscal year being reported. Food assistance programs submitting a final fiscal year ARR should also capture lessons learned over the entire program's LOA. Awardees should relate how these lessons learned apply to the specific activities, overall objectives, and progress. Emphasis should be placed on information that will be useful for future food assistance programming and interventions that might be shared within the awardee's organization, with other FFP awardees, FFP, and the wider development community.

2. Attachments in FFP MIS

The following attachments should be submitted in conjunction with the narrative provided above, as applicable. Please note that the letters for the following subsections correspond to the letter of the ARR attachments.

D. Indicator Performance Tracking Table

Awardees should include a complete IPTT with indicator results inserted for the reported fiscal year. Awardees with Title II development programs should also include targets for the three future fiscal years. For example, an IPTT with indicator results for FY 2013 would include targets for FY 2014, FY 2015, and FY 2016.

E. Detailed Implementation Plan Table

The DIP table should be prepared using the format provided in the attachment. Awardees should complete the last column of the DIP table (current status), which was left blank when the DIP table was submitted with the most recent pipeline and resource estimate proposal (PREP) submission. **When completing the last column, awardees should indicate whether the activity is completed, delayed, cancelled or ongoing.**

F. Expenditure Report

The expenditure report in the ARR should detail actual expenditures (including estimates of accrued expenses) for the reported fiscal year. Totals provided in the expenditure report should match totals provided in the applicable resources summary table (part of the tracking tables for beneficiaries and resources) as well as total expenditure estimates for the fiscal year submitted as part of an awardee's quarterly federal financial report.

For many food assistance programs, this means that the expenditure report will detail expenditures from (parts of) two implementation years. For example, for a five-year development food assistance program operating on an implementation year that runs from April 1 to March 31, the first fiscal year expenditure report would include the start of the program, April 1, through the end of the fiscal year on September 30. The second, third, and fourth expenditure reports would each cover an entire fiscal year, October 1 through September 30. The fifth expenditure report would cover October 1 through the expiration of the program on March 31.

G. Baseline Survey, Mid-Term or Final Evaluation Reports

Copies of reports and datasets, which have been made anonymous, i.e., anonymized, from any baseline survey, mid-term, formative research, and/or final evaluation(s) conducted during the fiscal year being reported should be included here. If already submitted to FFP, please provide the date of submission and the name and location of the person(s) to which they were sent.

FFP requires Title II awardees to submit anonymized datasets and supporting documentation from baseline surveys, mid-term, and final evaluations in full to FFP/Washington and USAID's Development Experience Clearinghouse (DEC), to meet the 2013 Executive Order on open data access. Food for Peace Information Bulletin (FFPIB) 11-02, *Submission of Baseline/Final Evaluation Datasets by Food for Peace Awardees*, provides general guidance on preparing and submitting baseline and final evaluation datasets. This FFPIB should be made available to the person(s) and/or firms responsible for managing awardees' baselines and evaluations, e.g., by

attaching it to the Scope of Work so they can prepare and submit the required information as described in FFPIB 11-02).

Awardees are encouraged to coordinate with FFP throughout the life of the award to ensure they are fulfilling reporting requirements. Questions about these requirements should be directed to the food assistance program's AOR.

Awardees may conduct the final evaluation study as close as possible to the expiration of the food assistance program, but in time to meet the due date for submission of the final evaluation study report. Please keep in mind the time needed for arranging for an external evaluator, developing an adequate sampling frame and study design, data collection and analysis, draft report review, document finalization, and FFP review. Also note that findings must be incorporated into any subsequent proposals by the awardee for the same country.

Note: If the food assistance program receives an extension or was reduced in length, awardees may need to modify the timing and scope of the mid-term and final evaluation schedules to reflect the change in duration of the food assistance program. If such an adjustment was agreed upon by the appropriate AOR, please discuss the timing and coverage of such evaluations in the ARR.

H. Supplemental Materials

Awardees should provide supplemental information only if it directly supports information requested in this guidance. This may include formative research reports, gender analysis reports, case studies, and/or photos, for example.

3. FFPMIS Data Entry

I. Monetization Tables

Totals provided in the ARR section of the monetization tables (proceeds expended, etc.) may not match those provided in the resources summary table (part of the tracking tables for resources and beneficiaries), if requests for resources were not tied to the fiscal year. The monetization tables enable the AOR to determine whether monetization proceeds are on target for the approved budget, or whether changes are needed. Awardees should note that the monetization attachments are combined into one spreadsheet.

- i. *Life of Award Analysis for Monetization Proceeds:* Awardees should complete the LOA analysis for monetization proceeds table if the food assistance program contains monetization. LOA expenditures are expected to stay within approved LOA budget levels. The amount of monetization proceeds generated should

match the awardee's monetization budget. Any inconsistencies should be discussed with the appropriate AOR and highlighted in the ARR narrative.

- ii. *Anticipated Monetization Proceeds and Cost Recovery*: Data on anticipated monetization proceeds and cost recovery are captured in a development food assistance program proposal or PREP submission. Awardees should leave this tab blank when submitting the ARR.
- iii. *Actual Monetization Proceeds and Cost Recovery*: Awardees should complete the actual monetization proceeds and cost recovery figures for the previous year.
- iv. *Anticipated or Actual Monetization Results*: In the text boxes provided, awardees should provide an analysis of their monetization transactions during the previous year and monetization results. This should include a discussion on how monetization proceeds were maximized as well as any monetization sales impacts registered.

J. Standardized Annual Performance Questionnaire (SAPQ)

It is important that awardees fully read the definitions and instructions included in Annex B for submitting an SAPQ.

Programs awarded prior to or in FY 2011

All Title II development programs are required to enter complete SAPQ data into FFPMIS as part of annual results reporting. The SAPQ is a reporting tool used by FFP to collect standard indicator data across host countries and food assistance programs on an annual basis. **Food assistance programs awarded prior to or in FY 2011 are required to report each year on all applicable annual indicators and on applicable impact indicators in the appropriate years, i.e. after the baseline and final evaluation are conducted.**

Awardees should provide data only for the exact indicators in the FFPMIS SAPQ module. Data must correspond exactly to the particular indicator for which data are being reported. No modifications or substitutes in definitions or data collection methodology may be made as FFP must collect standard data across food assistance programs.

Deviation narratives are required for each indicator where the FY 2013 result is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target. Awardees should enter deviation narratives in the comments area for the corresponding indicator in the FFPMIS SAPQ module or upload a separate Word document titled "Deviation Narratives" in the ARR module, as appropriate.

For additional information on FFP reporting requirements, please see: FFPIB 11-03, *Revision to Food for Peace Standard Indicators Collected in Baseline Surveys and Final Evaluations*; FFPIB 09-07, *Title II Awardee Reporting Requirement*; FFPIB 07-02, *New Reporting Requirements for Food for Peace*; the *FFP Standard Indicators Handbook* [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf]; and the *Feed the Future Handbook of Indicator Definitions* [<http://feedthefuture.gov/resource/feed-future-handbook-indicator-definitions>].

Programs awarded in or after FY 2012

All Title II development programs are required to submit complete SAPQ data into FFPMIS as part of annual results reporting. The SAPQ is a reporting tool used by FFP to collect standard indicator data across host countries and food assistance programs. **Food assistance programs awarded in or after FY 2012 are required to enter baseline indicator results and, on an annual basis, report on FFP required (R), required if applicable (RiA), and standard (S) indicators where selected.** All Title II programs awarded starting in FY 2012 should reference the new list of FFP indicators to determine the indicators for which they are accountable [<http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance/implementation-and-reporting>]. While new awards made in the most recent fiscal year will not have indicator results for the year, these awardees should submit an SAPQ with future fiscal years' targets for annual monitoring indicators.

Awardees should provide data only for the exact indicators in the FFPMIS SAPQ module. Data must correspond exactly to the particular indicator for which data are being reported. No modifications or substitutes in definitions or data collection methodology may be made as FFP must collect standard data across food assistance programs.

Deviation narratives are required for each indicator where the FY 2013 result is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target. Awardees should enter deviation narratives in the comments area for the corresponding indicator in the FFPMIS SAPQ module.

For additional information on FFP indicators, refer to the *FFP Standard Indicators Handbook* [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf] and the *Feed the Future Handbook of Indicator Definitions* [<http://feedthefuture.gov/resource/feed-future-handbook-indicator-definitions>]. For additional information on FFP's reporting requirements, please see: Food for Peace Information Bulletin (FFPIB) 11-03, *Revision to Food for Peace Standard Indicators Collected in Baseline Surveys and Final Evaluations*; and FFPIB 09-07, *Title II Awardee Reporting Requirement*.

K. Beneficiary and Resource Tracking Table

It is important that awardees read and refer to the definitions and provided in Annex A. The data and information provided in the tracking tables allows FFP to determine how food assistance resources are programmed and disaggregated by program elements and target groups, to compare beneficiary projections with final results, and to respond to U.S. Government reporting requirements.

All awardees are asked to assign resources and beneficiaries to the relevant program element in the Beneficiary and Resource Tracking Table in FFPMIS. Awardees should assign activities and resources to program elements based on the definitions found in the Annual Estimate of Requirements (AER). For each program element, awardees should specify the number of beneficiaries in the following categories: male; female; pregnant and lactating women; children 0 to 23 months; children 24 to 59 months; children 5 to 17.9 years. Further information on the Foreign Assistance Standardized Program Structure can be found at [<http://www.state.gov/f/indicators/>].

Program Element	Definitions
HIV/AIDS	Reduce the transmission and impact of HIV/AIDS through support for prevention, care and treatment programs.
Civic Participation	Strengthen the capacity of Civil Society Organizations (CSOs) for policy analysis, advocacy, coalition building, internal governance, membership representation and services, and engage in other activities aimed at fostering more peaceful and democratic societies. Areas of capacity building may include, but are not limited to, technical expertise, e.g. human rights, legal reform); CSO self-regulation, e.g. establishing NGO Codes of Conduct; organizational capacity, e.g. strategic planning, financial management and accountability, public relations, issue management, and outreach, revenue generation, accountable fundraising; and targeted advocacy training and technical assistance.
Maternal and Child Health	Increase the availability and use of proven life-saving interventions that address the major killers of mothers and children and improve their health status, including effective maternity care and management of obstetric complications; prevention services including newborn care, routine immunization, polio eradication, safe water and hygiene; and treatment of life-threatening childhood illnesses.
Family Planning and Reproductive Health	Expand access to high-quality voluntary family planning (FP) services and information, and reproductive health (RH) care. This element contributes to reducing unintended pregnancy and promoting healthy reproductive behaviors of men and women, reducing abortion, and reducing maternal and child mortality and morbidity.
Water Supply and Sanitation	Ensure broadly accessible, reliable and economically sustainable water and sanitation services for health, security, and prosperity. (Note that this element does not include the household behavior aspects found in Sub-Element 1.6.7 or water issues directly relating to Agriculture – found in Sub-Element 3.1.6.8 or water issues.)
Nutrition	Increase availability and use of proven nutrition interventions to reduce mortality, morbidity, and food insecurity, including nutrition education to improve maternal diets, nutrition during pregnancy, exclusive breastfeeding, and infant and young child feeding practices; fortified or biofortified staple foods, specialized food products, and community gardens to improve consumption of quality food; and delivery of nutrition services including micronutrient

	supplementation and community management of acute malnutrition. Strengthen host country capacity by advancing supportive nutrition and food security policies and improving nutrition information systems.
Basic Education	Improve early childhood education, primary education, and secondary education, delivered in formal or non-formal settings. It includes literacy, numeracy, and other basic skills programs for youth and adults.
Social Assistance	Cash or in-kind transfers to the poor or to those suffering from temporary shocks. Health services provided in-kind should be captured under the respective health element(s)
Agricultural Sector Capacity	Sustain the productivity of the agricultural sector through investments that foster increasing returns to land, labor, and capital. Targeted interventions to male and female producers provide improvements in technology and management practices, expanded access to markets and credit, increased organizational and market efficiency, and restoration and protection of resiliency in production and livelihood systems.
Strengthen Microenterprise Productivity	Support the start-up and expansion of self-employment and micro and small enterprises owned and operated by low-income people.
Natural Resources and Biodiversity	Conserve biodiversity and manage natural resources in ways that maintain their long term viability and preserve their potential to meet the needs of present and future generations. Activities include combating illegal and corrupt exploitation of natural resources and the control of invasive species. Programs in this element should be integrated with the Agriculture Area under Economic Growth and Conflict Mitigation and Reconciliation Area under the Peace and Security Objective, when applicable and appropriate.
Protection and Solutions	Ensure full respect for the rights of the individual and communities in accordance with the letter and the spirit of the relevant bodies of law (international humanitarian, human rights, and refugee law). This involves both legal and practical approaches for implementation in humanitarian situations, including efforts to ensure humanitarian access, incorporate protection strategies in assistance programming and other measures to reduce vulnerability and uphold human dignity for all victims of conflict and disasters. Activities included herein should be linked to relevant GJD/Human Rights elements.
Assistance and Recovery	Provide goods, personnel, services and assistance to meet basic human needs in order to foster transition from relief according to principles of universality, impartiality and human dignity. This element should be employed, when possible, as part of an integrated, coordinated and/or multi-sector approach
Capacity Building, Preparedness and Planning	Improve the ability of the USG, host countries and other partners to prepare for and mitigate the effects of disasters, including both natural disasters and complex emergencies, in a manner that accommodate varying physical, cultural and social abilities to move freely and access information and services. Activities under this component include any efforts to enhance the capacities of the USG (in Washington and in the field), humanitarian assistance providers, national host country authorities, and local communities to engage in disaster reduction and response activities. Activities consist of standardized and coordinated assessments, monitoring, information sharing, data and situational analysis, joint planning; enhancement of coping mechanisms, including the capacity to address adaptation to constantly changing situations on the ground including climate variability and climate change.

Bill Emerson Humanitarian Trust Reporting: Should an awardee receive BEHT resources for unanticipated emergencies during the course of the LOA, awardees will be required to report BEHT metric tonnage and/or cash and target populations reached by BEHT resources via the

ARR tracking tables for that particular fiscal year. Awardees should contact the appropriate AOR with any questions regarding BEHT or BEHT reporting.

ANNEX A

Definitions for Beneficiary and Resource Tracking Table and SAPQ Reporting

Accrual

The estimated cost of goods and/or services or other performance received but not yet paid for. Accruals help provide current information on the financial status of an activity(ies), agreement, or program.

Agriculture Technologies

Agriculture technologies refer to a number of techniques, tools, and practices employed in: 1) combining land, labor, capital, and knowledge to 2) produce, market, distribute, utilize, and trade 3) food, feed, and fiber products. Illustrative sustainable agriculture technologies may include, but are not limited to, low-input approaches, crop rotation, i.e., for soil fertility enhancement and/or pest management, intercropping, integrated farm systems (for example, tree-crop-fish pond-livestock systems), reforestation, water conservation and harvesting, cover cropping, green manure, effective composting, erosion control, improved seed varieties, non-invasive species, and integrated pest management. PVOs are free to define "technology." One approach, however, is to say that agricultural technologies are transferred as a *package* of technologies that, when used in combination, have a proven *desired outcome*, such as increased yield or reduced soil erosion or a decrease in post-harvest losses. For instance, an Integrated Rice System is a package designed to increase rice yields. It consists of five technologies: seed selection, transplanting, water control, weeding, and fertilizing. Research shows a 50% increase in yield if all 5 technologies are used. Yield will still increase, but not by 50%, if 3 or 4 of the technologies are used.

Annual Estimate of Requirements (AER) and Commodity Pipeline spreadsheet (CP)

An *Annual Estimate of Requirements* (AER) reflects a food aid program's proposed commodity needs for both direct distribution and monetization over the course of an implementation year. The *Commodity Pipeline* (CP), and corresponding Awardee Summary sheet, details how these food aid commodities, as well as dollar resources, will be programmed over a given implementation period. The *AER & CP* include a *Food Aid Ration Calculator* tab that disaggregates and justifies a food aid program's direct distribution commodity request.

Annual Results Report (ARR)

The *Annual Results Report* is a report required of Title II awardees that details and reports on the activities implemented in the fiscal year that just ended. ARR's are due no later than the first Monday in November. The final fiscal year ARR is due by the first Monday of November following the date of expiration of the food aid program, or within 90 days of date of expiration, whichever comes first.

Anthropometric Indicators

Anthropometry is the quantitative measurement ("metric") of the human body ("anthro"). Anthropometric indicators are measures of the absolute and relative variability in size, shape, and weight of the human body. Anthropometry follows a rigorous set of guidelines that include

standardization of the measurement techniques and uniform reference standards and cutoffs. Anthropometry is a widely used, inexpensive and non-invasive measure to assess and predict performance, health, and survival of individuals and reflect the economic and social well-being of populations. A technical guide to anthropometry can be found here:

[<http://www.fantaproject.org/sites/default/files/resources/anthropometry-2003-ENG.pdf>]

Beneficiaries

Direct beneficiaries are those who come into direct contact with the set of interventions (goods or services) provided by the program in each technical area. Individuals who receive training or benefit from program-supported technical assistance or service provision are considered direct beneficiaries, as are those who receive a ration or another type of good. Note: all recipients are beneficiaries, but not all beneficiaries are necessarily food ration recipients. Services include training and technical assistance provided directly by program staff, and training and technical assistance provided by people who have been trained by program staff, e.g., agricultural extension agents, village health workers. If cooperatives or organizations receive training or technical assistance from the program, all members of the cooperative/organization are considered direct beneficiaries. In a Food-for-Training (FFT) program, the direct beneficiaries are those trained under the program. In a Food-for-Work (FFW) or Food-for-Assets (FFA) program that is implemented as a stand-alone activity, e.g., not as part of a wider set of interventions in the technical sector, direct beneficiaries are those who directly participate in the activity, i.e., receive a ration, not all of those who use or benefit from the infrastructure/asset created, e.g., a road. If a FFW or FFA activity forms part of a set of activities in a technical sector, e.g., FFW to build irrigation infrastructure, accompanied by technical assistance in new cultivation techniques and water management to a targeted group of farmers, the direct beneficiaries include FFW participants and the farmers receiving the technical assistance and the two groups may overlap. In the case of food rations, direct beneficiaries include the individual recipient in the case of individual rations, and the recipient plus his/her family members in the case of family rations.

Direct beneficiaries do not include those who benefit indirectly from the goods and services provided to the direct beneficiaries, e.g., members of the household of a beneficiary farmer who received technical assistance, seeds and tools, other inputs, credit, livestock; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by FFW; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes. Such individuals are considered *indirect beneficiaries* (see definition for Indirect Beneficiaries below).

Beneficiaries Reached

Defined as contact with a beneficiary regardless of the number of times or amount of assistance received in a given program element.

Bill Emerson Humanitarian Trust (BEHT)

A food reserve administered under the authority of the Secretary of Agriculture. This reserve is available to meet emergency humanitarian food needs in developing countries, allowing the

United States to respond to unanticipated food crises. Under the 2008 Food for Peace Act, the Administrator of USAID oversees release and use of these funds.

Carryover

Food aid commodities or funds unused during a fiscal year that are transferred to the budget or planning levels for the following financial or reporting year.

Communities

This is intentionally left undefined so that programs may use their own definition of what constitutes a "community." A "community" could be a village, but it doesn't necessarily have to be. A community is meant to be a geographic grouping (neighborhood, village, commune...); it does not refer to a group of people who all have a similar characteristic, like women or farmers.

Community Capacity

In this context, community capacity refers to a community's ability to govern itself; to organize, analyze, plan, manage, problem-solve, implement actions, and represent its interests and participate in broader fora. This goes beyond targeted efforts to strengthen communities in nutrition, agriculture, infrastructure, early warning, or other topics covered elsewhere in FFP guidance.

Direct Distribution Food Aid Commodities

Food aid commodities that are provided directly to beneficiaries as in-kind take home rations or for on-site feeding (versus food aid commodities sold for monetization proceeds).

Disaster Early Warning and Response System

A community-based system that identifies increasing stress or oncoming shocks, indicates when actions need to be taken, and identifies what the appropriate responses should be.

Exclusive Breastfeeding

Exclusive breastfeeding is a key infant and young child feeding practice that directly affects the nutritional status of children under two years of age and, ultimately, impacts child survival. Exclusive breastfeeding means that the infant received breast milk (including milk expressed or from a wet nurse) and might have received properly prepared oral rehydration solution (ORS), vitamins, minerals, and/or medicines, but did not receive any other food or liquid. A proxy measure is the percentage of children under 6 months exclusively breastfed during the day preceding the survey. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Expenditure

The sum total of disbursements and accruals in a given time period. Expenditures are estimates of the total cost incurred for a given agreement, activity, or program.

FFP Funding Sources - Emergency Resources

Title II resources used to fund emergencies and disaster risk reduction-type activities. Emergency program activities are generally funded with emergency resources. Emergency resources may be used in a development program for expanded safety net and asset protection activities that target populations suffering from transitory food insecurity during a shock or transition from an emergency situation, as well as to fund disaster risk reduction and early warning activities.

FFP Funding Sources - Development Resources

Development resources are used in development programs for activities that target chronically food insecure populations. These activities include long-term safety nets and interventions to enhance human capacities, livelihood capabilities, and community resiliency and capacity. Activities may also include disaster risk reduction and early warning activities.

Financial Services

Use of financial services is a measure of farmers' uptake of an FFP intervention to increase access to financial services. The FFP indicator measures the percentage of farmers who used financial services (savings, agricultural credit, and/or agricultural insurance) in the past 12 months. Farmers (including herders and fishers) are defined as 1) men and women who have access to a plot of land (even if very small) over which they make decisions about what will be grown, how it will be grown, and how to dispose of the harvest; AND/OR 2) men and women who have animals and/or aquaculture products over which they have decision-making power. Financial services refer to services provided by formal or non-formal groups for the management of money. This includes credit (loans), savings, and insurance schemes run by for-profit, non-profit, and governmental organizations. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Fiscal Year (FY)

The U.S. Government's fiscal year begins October 1 and ends the following September 30.

Hand Washing Stations

A station or designated place where household members and guests can find soap and water for hand washing station. The prevalence of households with hand washing stations with soap and water is a measure of progress toward improved hygiene practices. .) The data for this indicator, adapted from the USAID Hygiene Improvement Project (HIP) document Access and Behavioral Outcome Indicators for Water, Sanitation, and Hygiene (2010), is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

HIV Programming

Awardees should describe the resources used for activities directly targeting people infected or affected by HIV or when HIV-related criteria (such as chronic illness) are among the vulnerability criteria used for program entry. This includes People Living with HIV (PLHIV), including children; clients of Prevention of Mother to Child Transmission (PMTCT) programs; Orphans and Vulnerable Children (OVC); the families and caregivers of PLHIV and OVC; and service providers supported through Title II Food for Training (peer educators, home-based care volunteers, etc.).

Note: Orphans are defined as children under the age of 18 years who have lost one or both parents, and vulnerable children are those affected by HIV through the illness of a parent or principal caregiver. If there is a national-level definition of OVC, awardees should use the national definition instead. Note: The latest U.S. Government definition of OVC can be found on PEPFAR's website at [www.pepfar.gov/guidance/78164.htm].

Household Dietary Diversity Score (HDDS)

HDDS is a proxy measure of household socioeconomic status. It is derived from the number of different food groups consumed by a household over a 24-hour recall period. It is not a measure of dietary quality. Data are collected through a household questionnaire consisting of one single question, using 12 standard food groups, asked of the person responsible for food preparation in the household. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the Indicator Guide at [http://www.fantaproject.org/publications/hdds_mahfp.shtml].

Household Hunger Scale (HHS)

HHS is a measure of household food access indicator. Data is collected from survey questions that measure the percentage of households with moderate or severe hunger over the four weeks preceding the survey. The household survey questionnaire consists of three questions asked of the household member in charge of food preparation, about the frequency with which the three events were experienced by any household member in the last four weeks. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Implementation Year (IY) (versus Fiscal Year)

The implementation year is a 12-month period of time during which a food aid program may operate, in contrast to the U.S. Government's FY schedule. The implementation year begins on the date that the food aid program award becomes effective, as detailed in the award agreement. Given award approval dates and the life of food aid program awards, one implementation year will likely straddle two FYs.

Improved Drinking Water Source

Use of an improved drinking water source is a measure of beneficiary population's uptake of an FFP intervention to increase access to and use of potable drinking water. This indicator measures

the percentage of households using an improved drinking water source. An improved water source, as defined according to the Joint Monitoring Programme (JMP), is a source that, by nature of its construction or through an active intervention, is protected from outside contamination, in particular from contamination with fecal matter. Protected sources include: piped water into dwelling, plot, or yard; public tap/standpipe; tube well/borehole; protected dug well; protected spring; or rainwater collection. All other sources are considered to be “unimproved,” e.g., unprotected dug well, unprotected spring, cart with small tank/drum, tanker truck, and surface water such as a river, dam, lake, pond, stream, canal, irrigation channel. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [\[http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf\]](http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf).

Improved Sanitation Facility

Use of an improved sanitation facility measures the beneficiary population’s update of an FFP intervention to improve access to and utilization of improved sanitation facilities. This indicator requires the use of questions that determine whether there is a sanitary facility in the household and whether that sanitary facility meets the improved sanitation standards defined in the Millennium Development Goals (MDGs). (Improved sanitation is further defined under this specific indicator on the link below.) The household head or a responsible adult is asked to identify the kind of toilet facility that household members usually use. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [\[http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf\]](http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf).

Improved Storage Practices

"Improved" storage techniques are methods for storing seeds, grains, animal feed, and aquaculture products that are cost-effective and allow for long-term storage. These techniques allow a farmer to safely store excess harvest from the plot where the farmer has decision-making power for subsequent sale, consumption, and/or propagative plant material, e.g., seeds for future planting. Improved storage techniques should minimize post-harvest losses and maximize profits by allowing farmers to sell their products later in the season when excess product supply has diminished. Data on the percentage of farmers who used at least [a project minimum number of] improved storage practices in the last post-harvest period is collected through a population-based household survey questionnaire. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [\[http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf\]](http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf).

Indirect Beneficiaries

Indirect beneficiaries are those who benefit indirectly from the goods and services provided to the direct beneficiaries (as defined above). For example, indirect beneficiaries include members of the household of a beneficiary farmer who received technical assistance, seeds and tools, other

inputs, credit, livestock; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by a food for work activity; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes.

Indirect Costs

Indirect costs are the expenses an organization incurs in doing business that are not readily identified with a particular project, but are necessary for the general operation of the organization and the conduct of activities it performs. An example would be the salary of an organization's president. A Negotiated Indirect Cost Rate Agreement (NICRA) is the U.S. Government's negotiated indirect cost rate with individual awardees.

Internally Displaced Person (IDP)

According to the USAID Assistance to Internally Displaced Persons Policy [<http://www.usaid.gov/policy/ads/200/200mbc.pdf>], IDPs are persons involuntarily uprooted within their country of origin due to a specific crisis or shock. IDPs are distinguished from refugees, who have crossed an international border.

Mean Depth of Poverty

Mean depth of poverty is a measurement based on the value of average daily consumption expenditure per person, where food and other items that a household consumes out of its own production are counted as if the household purchased those items at market prices. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Metric ton(s) (MT)

Metric tons are the standard unit of measurement for Title II commodities. One metric ton equals 1,000 kilograms.

Minimum Acceptable Diet (MAD)

MAD is a measure of nutritional status of children. The MAD indicator (the percentage of children 6–23 months of age who receive a minimum acceptable diet, apart from breast milk) measures both the minimum feeding frequency and minimum dietary diversity, as appropriate for various age groups. If a child meets the minimum feeding frequency and minimum dietary diversity for his or her age group and breastfeeding status, then the child is considered to be receiving a minimum acceptable diet. Data for this indicator is collected through a population-based household survey questionnaire. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Monetization (MTZ) and Monetization Proceeds

The sale of food aid commodities to obtain cash for use in development food assistance programs. Awardees monetize U.S. Government-donated food aid commodities to generate cash resources (proceeds) to cover expenses associated with implementing development food assistance programs. Monetization can be conducted by direct negotiation or through sealed-bid auctions. Typical buyers include governments, parastatals, wholesalers and mid-level merchants.

Multi-Year Assistance Program (MYAP)

A Title II program that is approved to operate for more than one year (usually three to five years in duration). MYAPs can be funded with a combination of Title II emergency and development resources, or only development resources over the life of the award. Development resources focus on a select number of priority countries identified by FFP each year for which potential applicants may submit proposals, usually in January of each year. Now referred to as "Development Programs."

Negotiated Indirect Cost Rate Agreement (NICRA)

See indirect costs.

Number of Months of Adequate Household Food Security

A standard food access indicator measuring the number of months a household had enough food to meet the family's needs over the last year. It is collected through a household questionnaire consisting of two questions asked of the person responsible for food preparation in the household. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the Indicator Guide at [http://www.fantaproject.org/publications/hdds_mahfp.shtml].

PEPFAR

The United States President's Emergency Plan for AIDS Relief aims to reduce the transmission and impact of HIV/AIDS through support for prevention, care, and treatment. See [www.pepfar.gov] for additional information.

Physical Infrastructure to Mitigate the Impact of Shocks

Physical infrastructure includes structures, such as cyclone shelters, natural and artificial barriers, e.g., flood embankments and tree plantations, and soil and water conservation and retention structures, e.g., gully plugs.

Pipeline and Resource Estimate Proposal (PREP)

Required annually of all development program awardees, the PREP submission describes an awardee's food aid resource needs and activities for a food aid program over the course of the upcoming implementation year, even if additional resources will not be requested. PREPs are submitted between August and November, on a date negotiated between the awardee, FFP/Washington (FFP/W) and the FFP/Mission and/or Regional Office, as appropriate (FFP/M/R).

Prevalence of Poverty

Prevalence of poverty is calculated mathematically using data on the proportion of a population living below the poverty line, and the value of average daily consumption expenditure per person, where food and other items that a household consumes out of its own production are counted as if the household purchased those items at market prices. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Program Element

A Program Element is a category within a Program Area in the U.S. Government Foreign Assistance Standardized Program Structure. Program Elements are mutually exclusive and exhaustive categories and reflect the different types of activities within a Program. Food for Peace resources in the form of direct distribution food aid commodities, monetization proceeds, section 202(e) funds, and ITSH funds focus on selected program elements.

Refugee

The 1951 Refugee Convention establishing the United Nations High Commissioner for Refugees defines a refugee is someone who "owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality, and is unable to, or owing to such fear, is unwilling to avail himself of the protection of that country." Refugees are distinguished from IDPs, who have not crossed an international border.

Safety Net

A community-based safety net supported under a development program can be a broadly defined system for addressing the food security needs of a community's most vulnerable members during a shock. A community-based safety net is managed and maintained by the community; internally resourced, at least in part; and can be year round or seasonal. Examples include community food banks or insurance schemes.

Shock

A rapid or slow onset event (or set of events) having a detrimental effect on a population's food security status by impeding one or more of the three elements of food security (availability, access, utilization). Shocks can occur occasionally or recurrently. The source of the shock(s) can be: natural (drought, floods, earthquake, hurricane, etc.); political (conflict, civil war); economic (employment insecurity, hyper-inflation, collapsed terms of trade); and/or, health-related (epidemics, endemic disease, and widespread malnutrition).

Single-Year Assistance Program (SYAP)

A Title II program that is approved to operate for up to one year and funded (in most cases) with Title II emergency resources. On a case-by-case basis, SYAPs may be extended beyond the initial, approved life of award. SYAP proposals are unsolicited, in order to facilitate a rapid response to emergency situations. Now referred to as "Emergency Programs."

Stunting

Stunting is a robust, globally comparable measure of nutritional status of children. Stunting is a height-for-age measurement that reflects chronic undernutrition. Specifically, it is the percent of children aged 6–59 months, i.e., under 5 years, who are stunted, as defined by a height-for-age z-score (HAZ) < -2 . The data for this indicator is derived from anthropometric measures of children aged 6–59 months collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf] and [<http://www.fantaproject.org/sites/default/files/resources/anthropometry-2003-ENG.pdf>].

Sustainable Agriculture

A sustainable agriculture system provides needed nutrition and economic growth while promoting natural resource management to protect or enhance the environment, i.e., natural resources and/or human health. This system is economically viable and market driven while ensuring local replicability, gender equity, and social acceptability, e.g., sensitive to potential for conflict over scarce resources. Such a sustainable agriculture system uses agriculture technologies to offset losses of and/or regenerate soil fertility, prevent erosion of topsoil, safely and affordably manage pests, protect water quality and quantity, reduce post-harvest storage losses, and enhance resiliency to climatic fluctuations. An appropriate agriculture system relies on agricultural technologies that rely on market-driven demand to maximize return and predictability of income generation and consider the capacity and seasonality of labor input that a household can allocate to agriculture, particularly those households affected by chronic disease, e.g., HIV/AIDS and TB. A sustainable agriculture system balances community needs assessed via a participatory rural appraisal with the community's capacity to maintain access to the intervention once the USAID program has successfully ended.

An illustrative list of sustainable agriculture practices and techniques can be found in the FFP Standard Indicators Handbook [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Underweight

Underweight is a robust, globally comparable measure of nutritional status of children. It is a reflection of acute and/or chronic undernutrition and is measured using weight-for-age. Specifically, it measures the percentage of children aged 6–59 months who are underweight, as defined by weight-for-age z-score (WAZ) < -2 , in the target population. The data for this indicator is derived from anthropometric measures of children aged 6–59 months collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Underweight among Women of Reproductive Age

A measure of the nutritional status of women of reproductive age; specifically, the percentage of non-pregnant women of reproductive age (15–49 years) who are underweight, as defined by a body mass index (BMI) < 18.5 kg/m². To calculate an individual's BMI, weight and height data

are needed. BMI is equal to weight (in kg) divided by height squared (in meters) multiplied by a correction factor. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Value Chain Activities

Value chain activities in agriculture are defined as a set of actors and activities that bring a basic agricultural product from production in the field to final consumption, where at each stage value is added to the product. A value chain can be a vertical linking or a network between various independent business organizations and can involve processing, packaging, storage, transport and distribution [<http://www.fao.org/docrep/013/i2008e/i2008e04.pdf>]. Value chain activities include, but are not limited to, pre- and post-harvest activities such as joint purchase of inputs, bulking transporting, sorting, grading, processing, trading/marketing (wholesale, retail, export). Projects for which this indicator is applicable need to pre-identify a list of value chain activities that the project will be promoting during the life of the project so that the baseline survey is able to measure the percentage of farmers that are already practicing these specific value chain activities. This will later be compared to the percentage of farmers practicing these value chain activities during the final evaluation survey at the end of the project. More on value chain activities can be found at the USAID's value chain wiki link:

[http://apps.develebridge.net/amap/index.php/Value_Chain_Development].

The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Vulnerable Children

According to the PL 109-95 Implementation Strategy (May 2006), highly vulnerable children are “children and youth who are under 18 years whose safety, wellbeing, growth and development are at significant risk due to inadequate care, protection, or access to essential services.” Refer to [www.hvcassistance.org] for further information.

Women's Dietary Diversity Score

Women's dietary diversity is a measure of the micronutrient adequacy of the diet based on the mean number of food groups consumed in the previous day by women of reproductive age (15–49 years). Data is tabulated by averaging the number of food groups consumed (out of the specified nine food groups) across all women of reproductive age in the sample with data on dietary diversity. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Women's Empowerment in Agriculture Index (WEAI)

The Women's Empowerment in Agriculture Index (WEAI) measures the empowerment, agency, and inclusion of women in the agriculture sector in an effort to identify and address the constraints that hinder women's full engagement in the agriculture sector. The WEAI is composed of two sub-indexes; the Five Domains of Empowerment sub-index (5DE) measures the empowerment of women in five areas; and the Gender Parity sub-Index (GPI) measures the average level of equality in empowerment of men and women within the household. Guidance on data collection and calculations of the WEAI can be found at [\[http://feedthefuture.gov/resource/feed-future-handbook-indicator-definitions\]](http://feedthefuture.gov/resource/feed-future-handbook-indicator-definitions).

ANNEX B

FFP Standardized Annual Performance Questionnaire (SAPQ)

Purpose

The Standardized Annual Performance Questionnaire (SAPQ) allows Food for Peace (FFP) to collect standardized data across all Title II development food assistance programs and host countries on an annual basis. These data are aggregated so that FFP can report to the U.S. Congress, Feed the Future Presidential Initiative, and other stakeholders on annual program results.

The SAPQ is a reporting tool for collecting and aggregating data from all development food assistance programs. The SAPQ is not used to evaluate individual food assistance programs. Please provide only the information requested in the manner requested and do not modify or insert additional indicators or information. The Indicator Performance Tracking Table (IPTT) for development programs and Annual Results Report (ARR) narrative for both development programs and emergency programs are the appropriate place to tell the full story of a food assistance program, not the SAPQ.

Submission

Awardees should enter SAPQ data into FFP MIS no later than the first Monday in November.

Applicable Programs

The SAPQ is an annual data collection requirement for performance information for current and recently closed Title II development food assistance awards. Indicator results reported in the SAPQ should be for all activities implemented in the most recent fiscal year. For example, current awards finishing a year of activities on September 30, 2013, as well as awards that ended in June 2013, would submit an SAPQ for FY 2013. While new awards made in the most recent fiscal year will not have indicator results for the year, these awardees should submit an SAPQ with future fiscal years' targets for annual monitoring indicators. Note that targets for final evaluation indicators can be set after baseline results have been received. For example, awardees with programs issued in July 2013 would submit an FY 2013 SAPQ with annual monitoring indicator targets for FY 2014, 2015, and 2016. In FY 2014, these awardees' SAPQ would include 1) results and future fiscal years' targets for annual monitoring indicators, 2) baseline survey results for baseline and final evaluation indicators, and 3) LOA targets for baseline and final evaluation indicators.

Questions

Questions directly related to the SAPQ may be directed to AMEX International Inc. at ffpdocs@amexdc2.com. Questions related to individual awards and performance should be directed to the respective FFP AOR.

SAPQ Instructions

Awardee Program and Contact Information

Awardee Name(s): Formal organization name or acronym is acceptable. If the food assistance program is implemented by a consortium, list the lead awardee name and include the names of the sub-awardees and/or partner organizations in parentheses.

Host Country(ies): Fill in the name of the host country(ies) where activities are implemented. In cases where one food assistance program operates in multiple countries or in a geographical region, please specify the region and list the applicable host countries.

Program locations in host country: List the first- and second-level administrative divisions in the country where activities take place.

Program Start Date: List the program start date as provided on the original Transfer Authorization. Dates should be provided in the following format: MM/DD/YY.

Program Expiration Date: List the expiration date for the food assistance program as provided in the award agreement or subsequent award modifications, as appropriate. Dates should be provided in the following format: MM/DD/YY.

Program Name: List the formal name of the food assistance program as promoted by the awardee, if available.

Award Number: An award agreement is a document signed by the awardee and FFP that describes the food aid commodities being requested and the food assistance program in which they will be used. Award numbers are usually found on the first page or pages of FFP agreements. In the case of WFP, Project Numbers should be provided.

Awardee Contact Information: Include the name, email address, address, and phone number of the main person(s) responsible for completing the food assistance program's SAPQ. Should additional information be required, this person will be contacted by FFP.

Definitions

- The terms used in the SAPQ questionnaire are included at the end of this Annex
- Age groups are inclusive. For example, "6-59 months" refers to children from 6 to 59.9 months of age or all children from 6 months to under 60 months of age.
- The indicators of number of months of adequate food provisioning (MAHFP) and household dietary diversity score (HDDS) are measured in particular ways that are explained in the "Definitions" section below. If an awardee does not use the same method that is described, the awardee should not provide data. If an awardee has particular indicators to share with FFP, i.e., indicators that do not match those in the SAPQ, the awardee should report them in the IPTT, not the SAPQ.

SAPQ General Instructions

- Development programs awarded **prior to and in FY 2010** should follow reporting requirements as per FFPIB 07-02, *New Reporting Requirements for Food for Peace*. These programs are required to report on all applicable annual indicators each year. These programs are also required to report on applicable impact indicators, i.e., stunting, underweight, months of adequate household food provisioning, and household dietary diversity score, in the fiscal years in which the baseline and final evaluation are conducted.
- Development programs awarded **in FY 2011** are required to report on all applicable annual indicators each year as per FFPIB 07-02, *New Reporting Requirements for Food for Peace*. For the baseline study and final evaluation, these programs are required to report on applicable impact and outcome indicators as per FFPIB 11-03, *Revision to Food for Peace Standard Indicators Collected in Baseline Surveys and Final Evaluations*, in the years in which the baseline and final evaluation are conducted.
- Development programs awarded **in or after FY 2012** are required to report on required, required if applicable, and standard indicators in the list of FFP indicators issued on April 9, 2013 [<http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance/implementation-and-reporting>]. This list includes indicators for baseline, final evaluation, and annual monitoring. Additional information on Feed the Future indicators is available at [<http://feedthefuture.gov/resource/feed-future-handbook-indicator-definitions>]. For programs awarded in FY 2012, whose baseline studies were contracted to a third-party firm, awardees are responsible for entering all indicator data into FFPMIS.
- Annual monitoring indicators are those for which the awardee collects data every year based on beneficiary monitoring. Baseline and final evaluation indicators are collected at the start and end of the program through a population-based representative sample survey.
- If the indicator data collected by the program does not exactly correspond to the particular FFP indicator, please do not provide that data. For example, if the program measures the prevalence of underweight among children aged 6-36 months, but the FFP indicator measures the prevalence of underweight for children aged 0-59 months, please do NOT provide the program's data.
- Awardees should also include targets for indicator results for the next three fiscal years. For example, the SAPQ with indicator values for FY 2013 would include targets for FY 2014, 2015, and 2016. For future year targets, the awardee should provide the most current thinking on those targets. However, if changes to targets are made, the awardee should seek approval from the AOR prior to entering the new targets in the SAPQ.

Deviation narratives are required for each indicator where the FY 2013 result is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address

challenges and overcome difficulties for meeting the target. Awardees should enter deviation narratives in the comments area for the corresponding indicator in the FFPMIS SAPQ module. Pre-FY 2012 awardees should upload a separate Word document titled “Deviation Narratives” in the ARR module, as appropriate.

- Submit one set of SAPQ data per food assistance program. If working in several different regions or provinces in a host country under a single development program, the awardee should submit a single SAPQ covering the entire program area. For regional programs covering more than one country, please insert additional worksheets to report on each country in addition to reporting the aggregated, program-wide data.